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DD/S&T 3347-74
5 September 1974

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT: CIA COINS Manager

1. The position of CIA COINS Manager involves three kinds of activities. First, he must prepare for and attend the Managers' meetings which occur approximately every six weeks. Second, he must coordinate the activities of the CIA representatives to the various working groups and panels of the COINS project. The principal panels are the Communications Panel, the Security Panel, and the User Support Panel. Attendance at the meetings of these panels and working groups is necessary from time to time. Third, he must coordinate, within the Agency, the changes or developments of the COINS system. Based on the experience of previous COINS Managers, these activities require one-quarter to one-third of his time; but an additional work load will arise when the COINS project officer initiates a communications up-grade for COINS, known as COINS II, and the design of a new COINS network known as COINS 80. These activities will increase the work load on the COINS Manager to at least fifty percent of his time.

2. Most of the activities associated with the COINS system concern offices not part of the DD/S&T. In particular, for communications, security, and computer support the DDA is directly involved. User activity, which has been minimal to date, originates primarily within the DDI. While a DD/S&T component, NPIC, is the principal recipient of queries on the COINS system, [] is already serving as the COINS Manager for NPIC.

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3. There are no apparent advantages to the Agency in having a member of its R&D organization serve as COINS Manager. [] recommendations, as contained in his memorandum to the Executive Secretary of the Management Committee dated 7 August 1974, have merit. A more appropriate choice for the COINS Manager, however, would be someone in a position to coordinate the activities of COINS with the activities of offices in the DDA. Particularly in view of the recent

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decisions giving implementation and management responsibility to OJCS for such projects as TADS and the COMIREX system, it seems appropriate that the functions outlined above be within your directorate. The DD/S&T will, of course, give any needed support which it can uniquely provide. My review of this matter convinces me, however, that the decision to recommend that the COINS Manager not be from the DD/S&T is a correct one. If my understanding of this appears incorrect, I will be glad to discuss the matter with you further.



Sayre Stevens
Associate Deputy Director
for
Science and Technology

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